

VILLAGE OF LOS LUNAS
P.O. Box 1209 (660 Main Street NW) (505) 839-3840
SIGN PERMIT APPLICATION

Date: _____

APPLICATION FOR: (circle as appropriate) **DO NOT INSTALL ANY SIGNS UNTIL APPLICATION HAS BEEN SIGNED APPROVED AND PAID! (YOUR RECEIPT IS YOUR PERMIT)**

1. On-Premise Sign 4. Wall sign 7. Free-Standing Sign
2. Off-Premise Sign 5. Projecting Sign 8. Marquee or Portable Sign
3. Add On 6. Canopy Sign 9. Temporary/portable sign 10. Directional/Informational sign 11. other _____
Please see page 2

Business Name: _____

Address where sign will be placed: _____

Are there existing signs on the premises? _____

What type _____

Name and Telephone number where you can be reached regarding your sign _____

E-mail address: _____

Fax Number: _____

IF NO ADDRESS: PLEASE FILL OUT THE FOLLOWING INFORMATION

Legal Description(Lot, Block, Subdivision) _____

PLEASE PROVIDE THE FOLLOWING INFORMATION:

1. Number of signs to be installed _____

2. Total area of sign(s) _____

3. Will the sign(s) be illuminated or have moving elements? _____

4. Will the sign be permanently anchored to the building or ground? _____

if no, explain: _____

5. Sign Erector name/address: _____

I hereby acknowledge that this application is correct and I agree to comply with all Village Ordinances regarding signs. I understand that this sign should not be erected without full knowledge and agreement of the property owner. I further understand that the issuance of this permit is not valid until the Zoning Enforcement Officer has approved it and is not valid until the fee is paid and that work under this permit must be completed within six (6) months, or the permit must be renewed.

Signature of Permittee _____

(Property owner of authorized representative)

_____ **The area below will be filled by Village personnel:** _____

ZONE _____
MAP _____

TOTAL SQ. FOOTAGE OF ALL SIGNS _____

PERMIT FEE: _____

\$25.00 per sign plus

ADD .10 FOR EVERY SQ. FOOT OVER 32 SQ. FEET \$ _____

Approval/Disapproval

By: _____

Date: _____

PERMIT LOG NUMBER: _____

TOTAL FEE \$ _____

Please make out check payable to "Village of Los Lunas"

REASON IF NOT APPROVED

DRAW A PLOT PLAN OF THE PREMIES BELOW.

- 1 Use a scale of at least 1 inch to 50' and show the location of all structures, existing signs on premises and proposed sign(s).
2. Show dimensions of all signs, buildings (height & width) and premises. Identify property lines.
3. Draw proposed sign(s) in detail showing the height, dimensions and proposed copy.